

**City of Culver City, California
City Council Agenda Item Report**

Meeting Date: 11/10/08		Item Number: <u>C-8</u>	
AGENDA ITEM: Approval of an Amendment to the Existing Professional Services Agreement with Haynes Building Service, LLC.			
Contact Person/Dept.: Glenn Heald		Phone Number: (310) 253-5752	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Master E-Mail Notification List (11/05/08).			
Department Approval: Sol Blumenfeld (10/22/08)		City Attorney Approval: Carol Schwab (by H. Baker) (11/05/08)	
Chief Financial Officer Approval: Jeff Muir (by N. Kimball) (11/03/08)		City Manager Approval: Jerry B. Fulwood (11/05/08)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve an amendment to the existing professional services agreement with Haynes Building Service, LLC (“Haynes”) resulting from the execution of a revised Memorandum of Understanding (the “MOU”) with the Downtown Business Association (the “DBA”) to provide general maintenance services in downtown Culver City. <u>BACKGROUND / DISCUSSION:</u> On June 16th, the City Council and the Redevelopment Agency approved an MOU with the DBA to transfer specific maintenance responsibilities in the downtown area to the DBA, along with the funding allocated in the adopted City and Agency budgets for such responsibilities. Some of the services for which the DBA assumed responsibility were currently contracted to Haynes. The transfer of these specified responsibilities to the DBA became effective on September 1st, 2008, at which time Haynes ceased performing those services. The proposed amendment removes these services from the contracted services performed by Haynes and reduces the contract amount accordingly. <u>FISCAL ANALYSIS:</u> The amendment to the existing agreement with Haynes has no fiscal impact to the City, as the amount of the reduction in contractual compensation to Haynes is precisely the amount being transferred to the DBA under the MOU authorized by the Council. The budget and funding has already been shifted per the MOU			

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authorized by City Council on June 16th. This action is just to amend the contract to reflect the reduced scope of services already approved in the MOU.

ATTACHMENTS:

None.

MOTION:

That the City Council:

1. Approve the Second Amendment to Contract No. 2007-184A2 with Haynes Building Service, LLC; and,
2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.